

X

per
judge
day

INSTRUCTIONS: Keep track of all cases set on the trial calendar (col. 2), both jury and court trials, and account for them in columns (3) through (9). It would be preferable for small to mid-size counties to account for all cases set regardless of case type; large counties may select either civil or criminal calendars for analysis. **BRING THE FORMS TO WORKSHOP #2 FOR USE IN CLASS SESSIONS.**

DEFINITIONS: Col. (1): Enter the first day of the week, regardless of the day cases are actually set for trial.
Col. (2): Enter the total number of cases set on trial calendars during that week.
Col. (3): Of those set on the trial calendar, how many were removed (regardless of the reason) before the trial date? Compute % by dividing this figure by the total number set.
Col. (4): Of the total cases set, how many entered a plea or indicated a settlement on the trial date with no judge intervention? Compute the % as for col. (3).
Col. (5): Of the total cases set, how many were dismissed on the trial date? Compute % as above.
Col. (6): Of the total set, how many were stricken? Compute % as above.
Col. (7): Of the total set, how many were continued at the request of one or all attorneys in the case? Compute % as above.
Col. (8): Of the total set, how many were continued beyond the end of the week because no judge was available? Compute % as above.
Col. (9): Of the total set, how many actually started trial or were settled with judge assistance? Use the Minnesota definition for "trial start." Compute % as above.
The sum of columns (3) through (9) should equal column (2).

Analysis of Judge-Days Available for Trials

[illegible]

Form #2

DEFINITIONS: Col. (2) and Col. (3): In small courts or individual calendar courts, "judge-days" = Col. 2 x the number of judges assigned to start trials. Thus, 2 days x 2 trial judges = 4 judge days. In a multi-judge master calendar court, calculate judge days by multiplying number of days in the trial week by the number of judges assigned to the civil or criminal division or assigned to civil or criminal trials (whichever case type you selected).

Col. (8): Enter the number of days on which trials were scheduled and a judge (or judges) was available but no case went to trial or required judge assistance in settlement.